

RFQ # 14-007-06
REQUEST FOR QUALIFICATIONS

**WARD ROAD BRIDGE REPLACEMENT
OVER BIG CREEK
CONSTRUCTION, ENGINEERING AND INSPECTION
SHELBY COUNTY ENGINEERING DEPARTMENT**

Shelby County Government, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of an engineering consulting firm to provide professional services for the provision of construction, engineering and inspection services for the Ward Road Bridge Replacement over Big Creek.

Information pertaining to TDOT prequalification procedures, list of pre-qualified firms, and additional information can be found at the following internet address:
<http://www.tdot.state.tn.us/consultantinfo.htm>. Any firms without internet access can contact Mr. Nelson Fowler at 901-222-2250 and he will provide this information to you.

General Information:

In accordance with the Tennessee Department of Transportation's (TDOT) State-Aid Program, Shelby County is the lead agency responsible for the construction, engineering and inspection (CE&I) tasks and record keeping associated with construction of the Ward Road Bridge Replacement that consists of roadway construction and construction of a new bridge over Big Creek. The term of this Contract for the Services shall be a period of one (1) year and/or completion of the project.

Project Scope:

Shelby County is seeking to retain the services of a professional engineering firm to provide assistance with CE&I services for quality control and assurance on a road and bridge improvement project on Ward Road. In order to be eligible for selection, the consulting firm must be on TDOT's pre-approved list with unlimited status. Responsibilities include but not limited to: submittal review, and approval, bridge construction, design, construction administration, and testing.

Proposals:

Interested consultants should submit a Letter of Interest and Statement of Qualifications including, but not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.
- Past experience specific to construction, engineering and inspection services.

- Past experience specific to new roadway construction projects of similar size.
- Qualifications of staff and if applicable sub-consultants.
- Demonstrated ability to meet schedules without compromising sound engineering practices.
- Statement of level of certified Locally Owned Small Business (LOSB) participation (**project goal is 20%**) and approach for meeting the participation requirements.
- All consultants must possess a professional license to practice engineering in the State of Tennessee.
- The consultant firms must be on TDOT's pre-approved list.
- Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

EVALUATION CRITERIA

The selection of the consultant will be based on the following criteria:

- Proof of applicable licensure to conduct professional services in the State of Tennessee. Failure to do so will result in automatic rejection.
- Valid EOC certification number.
- Written statement of compliance to Title VI.
- Capability to perform required services and qualifications of staff.
- Extent of experience and past performance on similar projects.
- Demonstrated ability to meet schedules without compromising sound engineering practice.
- Specific relevant experience in environmental investigations to fulfilling National Environmental Policy Act (NEPA) requirements for roadway projects of similar size and scope.
- Project understanding, approach and methodology.
- Knowledge of Federal and TDOT CE&I requirements.
- Responsiveness and demonstrated ability to deliver high quality reports and documentation.
- Level of LOSB participation 20% minimum.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

Non-Discrimination and Title VI

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or

be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal , Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

Disclosure of Proposal Contents:

Provider understands and acknowledges that the County is a government entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County.

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at nelson.fowler@shelbycountyttn.gov or at the address listed below. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be 12:00 p.m., Monday August 9, 2013.***

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountyttn.gov within forty eight (48) hours of the above cut-off date.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

Firms may request consideration by submitting an original and six copies, and a digital CD of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 550, Memphis, TN 38103.

All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) August 16, 2013.

A Consultant Review Committee (CRC) that will identify the most qualified proposers will review submittals. At the discretion of the CRC, selected consultants may be interviewed to determine the most qualified firm or firms.

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